

Clerical and Office Group
Purchasing and Stores Series
Purchasing Series

BUYER

10/00 (REB)

Summary

Under general supervision, purchase materials, supplies, equipment and services within authorized limits.

Typical Duties

Purchase technically non-complex commodities to maintain day-to-day operations by means of informal bids. Involves: receiving and reviewing requisitions for standard operational items; issuing and revising purchase orders within established limits; preparing and reviewing order specifications; maintaining master specifications for repetitive commodities; determining, within confines of established policy, whether departments are entitled to emergency purchases and issuing emergency purchase orders; preparing bid packages and advertising; soliciting and monitoring informal bids; attending and conducting bid openings; accompanying potential bidders in on-site visits; accepting verbal and written quotes; reviewing and tabulating written bids for compliance with specifications and completion of all requisite information; disqualifying bids not meeting requirements as identified in specification and by standard purchasing policies; notifying vendors of disqualified bids; reviewing contracts for terms and conditions such as payment options, delivery time and warranty; selecting payment and delivery options from vendor in conjunction with ordering department; terminating bids for default or convenience within authorized limits; conferring with relevant City departments on bids and reviewing department recommendations on bids for legitimacy under City purchasing policies; sending letters of award to successful vendors; assisting senior procurement staff in purchases on formal bids as assigned.

Meet with and maintain business relationships with vendors. Involves: interviewing suppliers and agency representatives for information on nature of services and products available and terms of business; investigating potential sources of supply for previous business history with City and federal tax recognition, and to expand supplier base; conferring with vendors to familiarize them with City purchasing and bidding procedure; assisting vendors to fill out vendor information forms so that they may be included in City vendor database; maintaining current information in City vendor database; assisting vendors in completion of bid forms; meeting vendors on or off-site to assess quality of standard products available to City; corresponding with vendors about standard matters pertaining to procurement; engaging in targeted outreach to vendors by attending vendor-oriented events or fairs, by soliciting bids for identified vendors, and by maintaining data base of targeted vendors, as directed.

Assist user departments in procurement process. Involves: instructing department representatives in preparation of requisitions or related documents or City procurement procedures; conferring with departments about status of orders and investigating complaints by reviewing records and contacting vendors and user department representatives to identify basis of complaint and to suggest remedial action, if requested; coordinating necessary meetings between department representatives and potential or actual vendors; monitoring and recording the activities of departmental procurement card systems, as instructed.

Engage in procurement research. Involves: attending procurement conferences or trade shows; surveying various markets, studying trends and keeping advised on new developments and products by reviewing trade publications; making recommendations on commodities which can be more economically purchased on a contract basis by reviewing City purchase history for volume and frequency of orders; participating in collection and analysis of data relating to refinement of specifications or related information; contacting other public and private agencies in specification research work; reviewing catalogs, brochures, the Internet and other sources as a basis for developing accurate specifications.

Perform related incidental duties contributing to the realization of unit or team objectives as required. Includes: keeping and maintaining records of purchases, bids, vendors, or other designated category; substituting for supervisor or coworkers as qualified and within authorized limits by carrying out specified functions to maintain continuity of ordinary operations, if delegated; providing designated support for projects or activities overseen by higher graded non-supervisory personnel as instructed; explaining and demonstrating work performed to assist supervisor in orienting and training less knowledgeable employees; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; logging activities, and preparing and submitting recurring or special status reports; keeping tools, equipment and work area orderly, safe and clean.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with an Associate's Degree in Business Administration or a related field plus two (2) years increasingly responsible clerical experience in support of purchasing, placing orders, processing purchase requisitions or orders, inventory control, or contract administration; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of: computerized government purchasing practices; modern office procedures; customer service techniques; commonly used supplies, materials and equipment; business English and arithmetic.

Ability to: communicate clearly and concisely, orally and in written form; identify materials and supplies by code number and brand name; follow oral and written instructions; establish and maintain effective working relationships with fellow employees, user departments and vendors; firmly and impartially ensure adherence to City procurement policies as authorized; keep records and prepare reports.

Skill in the safe operation and care of: personal computer or network workstation and generic business productivity and specialized procurement software comparable to that installed; common office and computer peripheral equipment.

Director of Personnel

Department Head

OFFICIAL